

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

RECORDS MANAGEMENT  
ADMINISTRATIVE SERVICE

FROM: Chief, Records Management &amp; Distribution Branch

TO: Chief, General Services

SUBJECT: Weekly Report of Operations for the period ending  
4 February 1953

## A. Personnel

On Duty

Vacancies

In Process

Office of Chief

Rcds. Mgt. Section

Rcds. Center Section

Mail Control Section

0

0

8

7

5

2

2

22

18

31

25X1

## 1. No. on leave three days or more:

Rcds. Mgt. Section 1

Mail Control Section 0

Records Center Sec. 1

2. No. on special detail out of office 2 . How Long:

Records Mgt. Section- 1 Three days

Records Center Sec. - 0

Mail Control Section- 1 Full week

## 3. Where: One man in Transportation Division as full time courier.

One Records Analyst to Jackson Commission.

## 4. No. pending resignation, transfer and/or reassignment.

Records Management Section - 0

Records Center - 1

Mail Control - 13

5. Specific cases on item 4 not in previous reports None .6. New applicants interviewed One . Recruited by Personnel None  
Recruited by this office One .

## B. Administration and Problems:

Mail Control Section: The new ramp connecting Recreation and Services building with Qtrs. I makes it possible for the messengers stationed in Qtrs. I to service both buildings. On Monday 2 February,   orientated the Qtrs. I messengers with the stops to be made in the Recreation and Services building. This new procedure saves the bulk shuttle the time previously spent stopping at the R & S building.

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Security Weekly report-Week ending 4 Feb. '53

On 29 January a new procedure for transmitting mail between the FI Division, L Building, and the branches located in I and J Buildings was initiated. An additional courier was stationed in L Bldg. to walk the mail destined for I and J Bldgs. and from L Bldg. to the courier post in 1005 I bldg. Approximately 75% of all mail emanating from FI Section is destined for these buildings.

The following advantages are gained by this new procedure:

1. Steps up the delivery time of this material from 2 hours to 1 hour.
2. Lightens the load picked up from L Bldg. for return to Que Bldg. mail room by the brief case shuttle.
3. Saves the dispatcher in the central mail room the work of sorting this material.
4. Lightens the load the brief case shuttle carries from central mail room to I Building.

Records Management Section: The Office of P&S has concurred by memo to our proposal that letter and legal size filing equipment be standardized for the Agency. A CIA notice to effectuate the action is now being prepared.

The Chief of P&S has approved the recommendation included in the survey of that office and our analysts will proceed with the installation of the mail control and filing systems in accordance with the proposed schedule.

The FE microphotographic team has returned and the individuals have been assigned duties within the branch. Unofficial reports indicate that the mission was satisfactorily accomplished.

As a result of the transfer of the forms control <sup>FUNCTION</sup> position from O&M Services to this office, [redacted] has reported for duty and has brought the pertinent records.

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## APPENDIX B

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## Security Information

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
<b>1. Microfilming</b>		
Images filmed-Rotary Camera	46665	21,300
Flat-bed Camera	6663	13,000
<b>2. Records Center --(all figures in cubic feet)</b>		
Records received for processing and storage	50 <sup>88</sup> 199 <sup>64</sup>	—
References to record material	0 <sup>2</sup>	220
Records material destroyed		—
<b>3. Supplemental Distribution Center</b>		
<b>a. New material for stock:</b>		
Information Reports	553 <sup>865</sup>	549
Intelligence Reports	56 <sup>42</sup>	63
<b>b. Supplemental Distribution:</b>		
Information Reports	288 <sup>350</sup>	229
Intelligence Reports	103 <sup>189</sup>	160
Notices	8 <sup>25</sup>	54
Regulations	6 <sup>26</sup>	145
Others	1 <sup>2</sup>	14
<b>c. Initial Distribution:</b>		
Notices	5 <sup>5</sup>	3.8
Regulations	0 <sup>0</sup>	1.8
Others	0 <sup>1</sup>	.3
<b>4. Mail Activities</b>		
<b>a. Post Office Mail</b>		
Incoming	5196 <sup>5077</sup>	5150
Outgoing	5516 <sup>3172</sup>	6550
<b>b. Postage expended</b>	643.53 <sup>434.61</sup>	\$ 775.00
<b>c. Scheduled Courier trips</b>	209 <sup>211 1/2</sup>	215
<b>d. Special Courier trips</b>	79 <sup>66</sup>	33.4
<b>e. Inter-Agency mail by courier</b>		
Incoming	1180 <sup>1194</sup>	770
Outgoing	1408 <sup>1759</sup>	1275
<b>f. Personnel actions:</b>		
Recruitments	1 <sup>1</sup>	—
Separations	0 <sup>0</sup>	—
<b>g. Use of Motor Pool Vehicles</b>		
Available	2	—
Available but delayed	0 <sup>0</sup>	—
Not available	5	—

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